



# Dealer User Guide

November 2015

webDEALER 2.4.0



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.



# Table of Contents

|  |           |
|--|-----------|
| <i>Overview</i>                              | <i>3</i>  |
| <i>Getting Started</i>                       | <i>5</i>  |
| <i>Add Users</i>                             | <i>7</i>  |
| <i>Title Application – Seller Disclosure</i> | <i>10</i> |
| <i>The Buyer Acknowledgment</i>              | <i>14</i> |
| <i>Completing the Application</i>            | <i>16</i> |
| <i>Printing Receipts</i>                     | <i>26</i> |
| <i>Payments</i>                              | <i>29</i> |
| <i>Appendices</i>                            | <i>30</i> |

---

# Overview

---

## What can webDEALER do for you?

Title work is submitted electronically to county offices. Transactions include images of the required documents necessary to process the title application including, but not limited to, the evidence of ownership (e.g., MCO, out-of-state title, Texas title, etc.), Form 130-U, odometer disclosure statement, and vehicle inspection report. webDEALER provides a straight forward process to transfer information quickly from a dealer management system to webDEALER, as well as a manual entry option (keyboard entry). When you're ready, submitting the title application to the county is literally a click of a button.

## Features

Entering title applications on the web allows you to use a more streamlined title and registration application process and provides counties with a more efficient approval process. Benefits and features include:

- Validation of inventory allocated to you
- System monitoring of outstanding title transactions for your dealership eliminates the need for the Form VTR-31-RTS
- Option to establish your dealership without inventory – instead the county assigns the plate and prints the sticker, no bonding required
- You can submit title applications electronically to multiple counties, once approved and established by each county
- Live calculation of the prorated fees when transferring special plates
- Ability to easily see the reason for the return of a title transaction
- Visibility of all titles from start to finish
- Payments for each transaction are calculated precisely



## Special note on signatures

---

With webDEALER, there are two ways you can process and complete a webDEALER transaction:

- Uploading the completed Application for Texas Title (Form 130-U)
- Electronically capturing the seller's and buyer's signature using the Seller Disclosure and Buyer Acknowledgment feature

### Upload of the Application for Texas Title (Form 130-U)

---

This method requires you to upload the title application (Form 130-U) in order for the transaction to be electronically processed in webDEALER. The "Closer" at your dealership will not have to login to webDEALER to create the "Seller Disclosure" and get the "Buyer Acknowledgment" during the closing. Instead, the "Closer" and buyer(s) will sign the Form 130-U as they normally do, and your dealership's titling clerk will then upload it when processing the transaction.

### Electronically capture the buyer's signature using the Seller Disclosure and Buyer Acknowledgment Feature

---

This method requires you to begin the transaction by creating the seller's disclosure at the time of sale. The buyer must have a valid Texas Driver License/Identification (ID) card and is required to "login" to webDEALER using the last eight-digits of the VIN, Texas Driver License/ID number, date of birth, Driver License/ID card audit number and last four-digits of the Social Security number to complete the "Buyer Acknowledgment." A successful login and acknowledgment by the buyer constitutes the required signature for the odometer reading and sales price. The Form 130-U is not required to be uploaded in this case, and this will be evident when processing the transaction through this method.

See Appendix 2 for the "Requirements for Use of the Electronic Buyer's Acknowledgment" process.

---

# Getting Started

---

## What to expect

---

The county tax office and TxDMV staff are available to answer your questions.

In order to have access to webDEALER, you must have eTAG access. The eTAG Username and Password will be the same for webDEALER. You must provide the county with an eTAG Username for your first administrative user. The eTAG Username is required for the county to authorize a user to access webDEALER.

Please review the Equipment Requirements section in Appendix 4 to ensure your equipment is compatible and you have all needed supplies.

## Setup

---

The county tax office will set up your dealership in webDEALER. In addition to setting up your dealership, they will also set up the initial user to be the administrator of your dealership. The dealership administrator is responsible for adding or removing users.

### IMPORTANT:

- If you have multiple DBAs under one dealer license, you must inform the county tax office of each location from which you will file webDEALER transactions.
- If you have a Motor Vehicle GDN license and sell ATVs/ROVs, you must request the county tax office enable your account to submit title applications for those vehicle types through webDEALER.

To submit title applications to multiple counties, each of those counties must authorize your dealership.

## Recommendations

---

To achieve the most benefit from webDEALER, it is highly recommended that payments be made via Automated Clearing House (ACH). Your county tax office can assist with this process.

## You should know

---

The Form VTR-31-RTS is not required for a webDEALER transaction.

You cannot set a bookmark for webDEALER once the application has been started. You will need to access it through the login page each time. **The evidence of ownership (e.g., MCO, out-of-state title, Texas title, etc.) must be stamped "SURRENDERED" on the front and back, scanned, and attached to the title application.**

**IMPORTANT SCANNING REQUIREMENT:** The scanned images must be of the **original** documents. The scanned images CANNOT be copies of original documents. If the county or TxDMV determines the documents attached to a transaction are copies of originals, the transaction will be returned or rejected, and you will be required to scan the originals or obtain ownership through a court order or bond.



## Reminder check list

---

Please have the following items ready to begin processing your title applications:

- ☐ Internet capability
- ☐ URL for webDEALER (<https://webdealer.txdmv.gov>)
- ☐ Sticker paper and plate inventory provided by county, if applicable
- ☐ eTAG user accounts set up and access to webDEALER verified
- ☐ Printer
- ☐ Scanner
- ☐ "SURRENDERED" stamp

If you have any questions, please contact your county tax office.

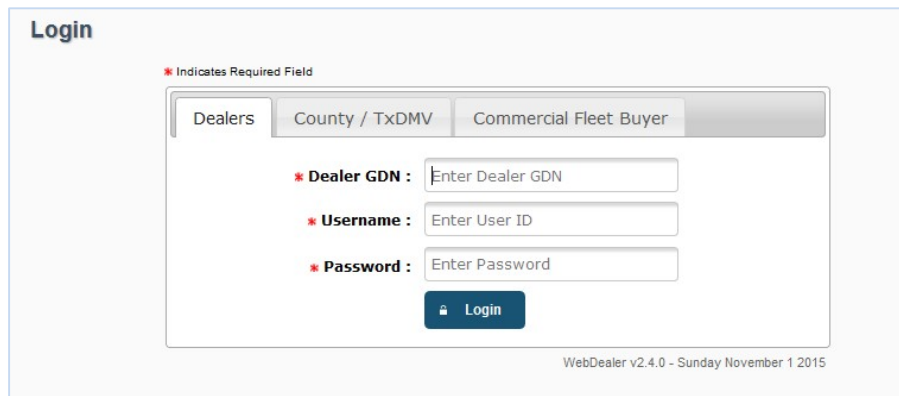
# Add Users

webDEALER is designed to have a minimum of two users within your dealership designated as administrators with access to all Assigned Permissions. The administrator adds users for your dealership.

Users must first have eTAG access in order to access webDEALER. The eTAG Username and Password will be the same for webDEALER. *Note: Password resets must be completed through eTAG.*

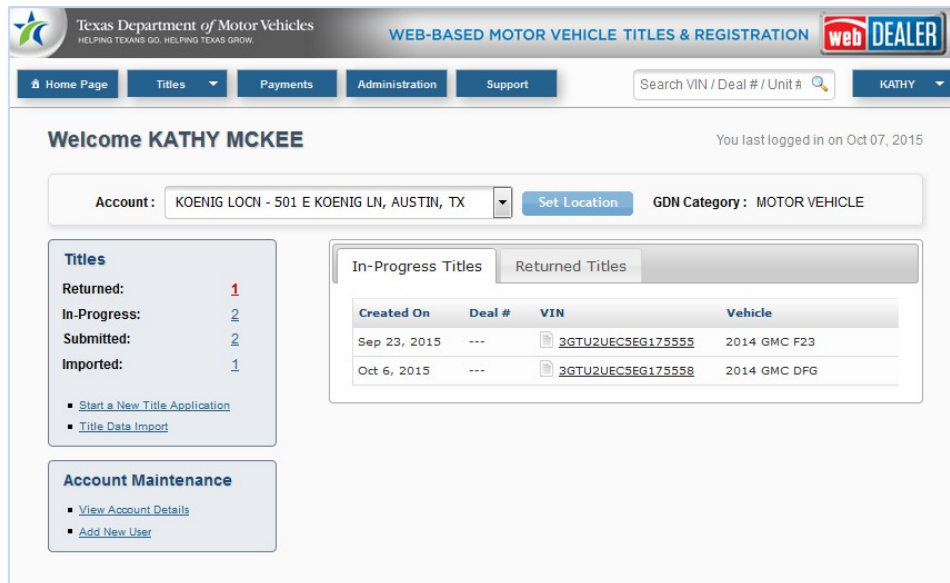
## To add a user to webDEALER

1. The administrator logs into webDEALER.



The login form is titled "Login" and includes a note: "\* Indicates Required Field". It features three tabs: "Dealers", "County / TxDMV", and "Commercial Fleet Buyer". The "Dealers" tab is selected. Below the tabs are three input fields, each preceded by a red asterisk: "Dealer GDN" (placeholder: "Enter Dealer GDN"), "Username" (placeholder: "Enter User ID"), and "Password" (placeholder: "Enter Password"). A "Login" button is located below the password field. At the bottom right, it says "WebDealer v2.4.0 - Sunday November 1 2015".

2. On the Home Page, click the "Administration" tab.



The home page of webDEALER shows the "Administration" tab selected. The header includes the Texas Department of Motor Vehicles logo, the text "WEB-BASED MOTOR VEHICLE TITLES & REGISTRATION", and the webDEALER logo. Navigation tabs include "Home Page", "Titles", "Payments", "Administration", and "Support". A search bar is present with the text "Search VIN / Deal # / Unit #". The user is logged in as "KATHY".

**Welcome KATHY MCKEE** You last logged in on Oct 07, 2015

Account: KOENIG LOCN - 501 E KOENIG LN, AUSTIN, TX Set Location GDN Category: MOTOR VEHICLE

**Titles**

Returned: 1  
In-Progress: 2  
Submitted: 2  
Imported: 1

Start a New Title Application  
Title Data Import

**Account Maintenance**

View Account Details  
Add New User

**In-Progress Titles**

| Created On   | Deal # | VIN               | Vehicle      |
|--------------|--------|-------------------|--------------|
| Sep 23, 2015 | ---    | 3GTU2UECSEG175555 | 2014 GMC F23 |
| Oct 6, 2015  | ---    | 3GTU2UECSEG175558 | 2014 GMC DFG |

3. Dealer Details displays your dealership information and currently authorized users.



4. On the Dealer Details page, click “Add User.”

| User Name | Name            | Email         | Status | Action |
|-----------|-----------------|---------------|--------|--------|
| JASON1    | JASON CACCITORI | jason@ljf.com | Active |        |

For franchise dealers, a **New & Used Vehicle Sales** message will appear on the Dealer Details page.

For independent dealers (used vehicles), a **Used Vehicle Sales Only** message will appear on the Dealer Details page.

5. Search for the user by entering their eTAG information. Enter their Username, their First and Last Name, or their Email. Click “Search.” *Note: A search by the Username yields the best results.*

Search Criteria

Use one of the following fields to search existing users.

Username :

First Name :

Last Name :

Email :

Search Cancel

6. From the search results, locate the user to add, and click “Add to Account” under the Action column.

Search Criteria

Use one of the following fields to search existing users.

Username : JZWEN1

First Name :

Last Name :

Email :

Search Cancel

1 user(s) found.

| User Name | Name        | Email                | Action                         |
|-----------|-------------|----------------------|--------------------------------|
| JZWEN1    | JIM ZWIENER | Jim.Zwiener@tdmv.gov | <a href="#">Add to Account</a> |





7. Select permissions for the user under the Assigned Permissions. *Note: The “Web Service Access” permission is for setup of a **dealer vendor** integrated solution.*

**User Details**

|                   |                              |
|-------------------|------------------------------|
| Username: JZWIEN1 | Status: Active               |
| Name: JIM ZWIENER | Email: jim.zwiener@txdmv.gov |

Dealer ID: 1607  
Dealer Name: KOENIG LOCN - LEIF JOHNSON FORD II LTD

**Assigned Permissions**

- ☐ Administrator (Manage Account and Users)
- ☒ View Title
- ☐ Add/Edit Title
- ☐ View Payment
- ☐ Web Service Access

Buttons: Save, Cancel, View Associated Dealer(s)

8. Click “Save.”

*Note: The “Dealer Configuration by County” button on the “Dealer Details” page displays the allowances placed on your dealership by each county.*

*Note: The “Maximum Unapproved Title Applications allowed:” can be set up to 5,000 at the county’s discretion.*

#### Dealership set up with no inventory to issue (County Issued)

**Configuration by County**

County: GALVESTON - 84

Maximum Unapproved Title Applications allowed: 50

Issue Plate Inventory: No

Issue Registration Stickers: No

#### Dealership with inventory to issue

**Configuration by County**

County: TRAVIS - 227

Maximum Unapproved Title Applications allowed: 250

Issue Plate Inventory: Yes

Issue Registration Stickers: Yes

# Title Application – Seller Disclosure

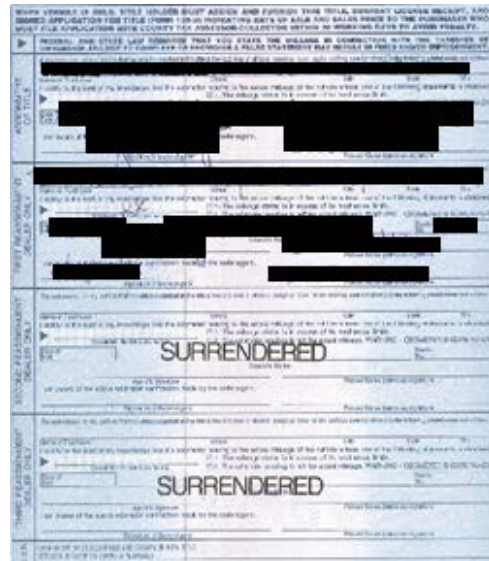
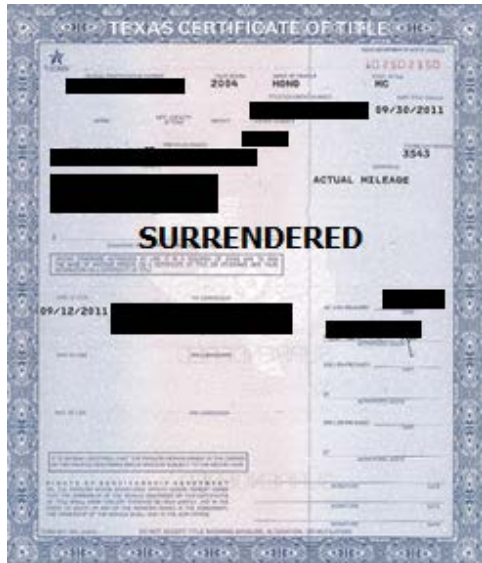
The Seller Disclosure information must be completed and saved before you can continue with the title application. The Seller Disclosure page is where you make the choice to file the title transaction by capturing an electronic signature of the seller (your dealership) and buyer or to upload the Form 130-U.

You can file title applications for new and used vehicles, off-highway vehicles (e.g., ATVs, ROVs, and off-highway motorcycles), apply for title without registration “Title Only (No Registration),” and include rights of survivorship information.



**NOTE:** You are required to stamp the evidence of ownership (e.g., Texas titles, out-of-state titles, etc.) with a **“SURRENDERED”** stamp and retain it in your purchase and sales records. The **“SURRENDERED”** stamp must be stamped on the front and back of the ownership document and on the next blank assignment.

If all assignments have been used on the evidence of ownership and a Dealer’s Reassignment accompanies the transaction, the evidence of ownership must be stamped **“SURRENDERED”** (diagonally) and the Dealer’s Reassignment must also be stamped **“SURRENDERED”** on the next available assignment or diagonally, if applicable.



**IMPORTANT NOTIFICATION:** It is your responsibility to validate the Texas title against the latest motor vehicle record in the department’s database. Once you stamp a title **“SURRENDERED,”** that title becomes invalidated, is considered surrendered to the department, and cannot be used in another transaction. If you stamp **“SURRENDERED”** on a title in error, you will be required to replace the evidence of ownership document (e.g., Texas title, Certified Copy of Texas Title, out-of-state title, or other ownership document) to submit a new transaction. (**NOTE:** All signatures are required to be recreated (signed by the original persons). If assignments cannot be recreated or a duplicate cannot be obtained, then the only option is to obtain a bond or court order.



There are three ways to begin title applications.

### Using a webDEALER title integration service (from a vendor)

---

Proceed at the time of data transfer from Dealer Management System (DMS).

If you finished transferring data from your DMS, the title transaction will appear in the “Imported” status in the titles activity box. Click the blue “Imported” number in the titles activity box to view the imported information. Click the “VIN” to open the Title Preview. To complete the Seller Disclosure, click on the “Seller Disclosure” icon. Use the search filter box to assist in locating transactions to be worked.

Additionally, you can also locate transactions from the Home Page by placing your cursor over the “Titles” tab and selecting “Title Search” from the dropdown. Use the search filter box with the status of Import, and click the “VIN” to open the Title Preview.

### Using an imported file

---

1. Proceed at the time of importing a file

If you have finished importing a transaction, select “Title Preview” to view the import information. To complete the Seller Disclosure, click on the “Seller Disclosure” icon.

The vehicle information in the Seller Disclosure section of the title application is populated with the VIN, deal number, year, make, model, and body style, as applicable.

2. Previously imported file

If title transactions were previously imported, locate these transactions from the Home Page. Click the number next to “Imported” in the Title Activity box. This displays a search filter box to assist in locating the transaction to be worked. Once the transaction is found, click the VIN to open the Title Preview.

Additionally, you can also locate the transaction from the Home Page by placing your cursor over the “Titles” tab and selecting “Title Search” from the dropdown. Use the search filter box with the status of Import, and click the VIN to open the Title Preview.

*Note: Please refer to the Importing DMS Files section found in the Appendix for more information.*

### Creating a title application manually

---

To create an application by entering all information manually, begin on the Home Page.

1. Click on “Start a New Title Application” in the titles activity box.
2. Enter the VIN and click “Search.”

**Title Application**

\* Indicates Required Field

**VIN Search**

GDN Category : MOTOR VEHICLE

\* VIN :



If a motor vehicle record exists in the department’s Registration and Title System, the current vehicle record information will display upon clicking “Search.” You must use this information for verification against the title provided to you. Once you verify the vehicle information, you may click on the “Proceed” button to advance to the “Seller Disclosure” page. If a motor vehicle record does not exist, the title application will populate with the year, make, model, and body style on the Seller Disclosure page. These values must be entered by you if they are not populated.

### To complete the Seller Disclosure:

1. Enter the optional “Deal No.” *NOTE: “Deal No.” field is an alpha-numeric field.*

**Seller Disclosure**

A lien exists for this vehicle. A release of lien is required.

\* Indicates Required Field

FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

**Vehicle Information**

Year : 2007

Vehicle Make : CHEVROLET

\* Vehicle Model :

\* Body Style : PK

**Buyer ID Information**

\* ID Type : Choose One

\* ID # :

Email :

**Processing County**

\* County : Choose One

**Sales Price and Odometer Reading**

\* Sales Price (after Rebate) :

\* Odometer Reading : 10

\* Odometer Brand : Actual Mileage

Odometer Reading Exempt : ☐ ?

\* Choose One: ☒ Upload Form 130-U ☐ Complete Buyer Acknowledgment Electronically

☐ YOU HAVE ELECTED TO MANUALLY UPLOAD THE SIGNED FORM 130-U. PLEASE ENSURE THAT THE INFORMATION YOU ENTERED ON THIS PAGE MATCHES THE INFORMATION ON THE FORM 130-U. IN CASE OF A MISMATCH, THIS TITLE APPLICATION MAY BE RETURNED BY THE COUNTY.

**Save**

2. Enter the Buyer ID Information: ID Type, ID #, and Email.

**Buyer ID Information**

\* ID Type : Choose One

\* ID # :

Email :

**Processing County**



3. From the dropdown, select the buyer's choice of county to process the title application. *Note: If the buyer chooses to have the title application and taxes paid to a county not listed in the dropdown, the title application cannot be processed through webDEALER until that county sets your dealership up.*
4. Enter Sales Price. This will include the rebate amount. The trade-in amount and vehicle information will be entered on the sales tax portion of the application later in the application process.
5. Enter the Odometer Reading, and select the Odometer Brand. Select Odometer Reading Exempt, if it applies.
6. Select "Upload Form 130-U" or "Complete Buyer Acknowledgment Electronically." This selection is based upon your dealership's process.
7. Check the "Certification Box" and "Save."

The screenshot shows a web form with three main sections: "Buyer ID Information", "Processing County", and "Sales Price and Odometer Reading".

- Buyer ID Information:** Includes fields for "ID Type" (dropdown menu), "ID #" (text input), and "Email" (text input).
- Processing County:** Includes a "County" dropdown menu.
- Sales Price and Odometer Reading:** Includes fields for "Sales Price (after Rebate)", "Odometer Reading", and "Odometer Brand" (dropdown menu with "Actual Mileage" selected). There is also a checkbox for "Odometer Reading Exempt" with a help icon.

At the bottom, there is a "Choose One" section with two radio buttons: "Upload Form 130-U" (selected) and "Complete Buyer Acknowledgment Electronically". Below this is a disclaimer: "YOU HAVE ELECTED TO MANUALLY UPLOAD THE SIGNED FORM 130-U. PLEASE ENSURE THAT THE INFORMATION YOU ENTERED ON THIS PAGE MATCHES THE INFORMATION ON THE FORM 130-U. IN CASE OF A MISMATCH, THIS TITLE APPLICATION MAY BE RETURNED BY THE COUNTY." A "Save" button is at the bottom right.

*Note: "Complete Buyer Acknowledgment Electronically" (at the bottom of this screen) is only available when a Texas Driver License or ID card is selected. If a Texas Driver License or ID card is not selected, only the "Upload Form 130-U" option is available.*

8. When the Seller's Disclosure is saved, the title application status is marked "In-Progress," and you are advanced to the "Vehicle Information" page. **(NOTE: Once the Seller's Disclosure has been saved, the "Closer" does not have to complete the remaining information.)**

*Note: If the buyer's e-mail address was provided and "Complete Buyer Acknowledgment Electronically" is chosen, an e-mail is immediately sent containing the link to the Buyer Acknowledgment login page (the Buyer Acknowledgment login page may also be accessed by a bookmark in your internet browser).*



# The Buyer Acknowledgment

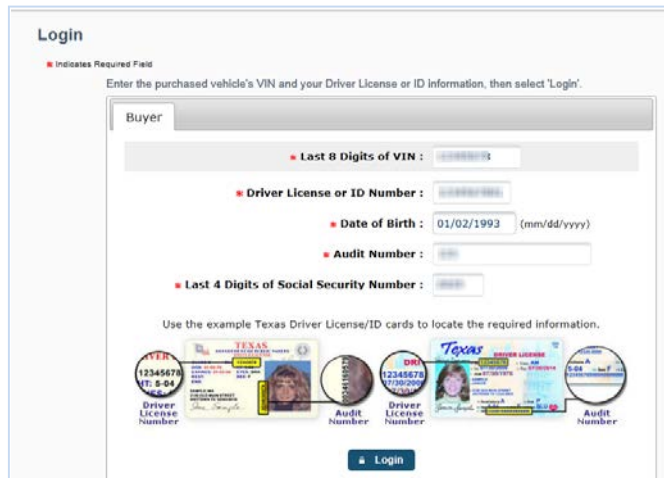
**This section only applies to title applications where the option to “Complete Buyer Acknowledgment Electronically” is chosen.** *Note: There is a \$0.50 Owner Verification Fee for completing the Buyer’s Acknowledgment. The fee is charged to the buyer.*

The information in the Seller Disclosure section of the title application is the information used to populate the Buyer Acknowledgment, which can be completed immediately after the Seller Disclosure page is saved. Once the Seller Disclosure section is completed and saved, a system generated e-mail is sent to the buyer if an e-mail address was provided. The buyer accesses the webDEALER Buyer Acknowledgment Login website through the link supplied in the e-mail (or through a bookmark in your internet browser) and acknowledges the information is correct.

Once the Seller Disclosure is saved, the information contained cannot be changed. If any information is incorrect, the application must be voided and another application created. The title application cannot be submitted to the county without the buyer acknowledging the information is correct.

## To complete the Buyer Acknowledgment

1. Open the e-mail from webDEALER.
2. The e-mail contains a hyperlink to the webDEALER Buyer Acknowledgment Login website. “Click” the URL, or copy and paste the URL address into a web browser.
3. The Buyer must enter:
  - The last 8 digits of the VIN of the vehicle they are purchasing
  - Their Texas Driver License/ID number
  - Their date of birth
  - Their Driver License/ID audit number
  - Last 4 digits of their SSN



The screenshot shows a web browser window with the title "Login". Below the title, there is a red asterisk icon and the text "Indicates Required Field". The main instruction reads: "Enter the purchased vehicle's VIN and your Driver License or ID information, then select 'Login'." The form is titled "Buyer" and contains several input fields, each preceded by a red asterisk indicating it is required:

- Last 8 Digits of VIN : [text input field]
- Driver License or ID Number : [text input field]
- Date of Birth : 01/02/1993 (mm/dd/yyyy)
- Audit Number : [text input field]
- Last 4 Digits of Social Security Number : [text input field]

Below the input fields, there is a note: "Use the example Texas Driver License/ID cards to locate the required information." This is followed by four circular callouts, each pointing to a specific field and showing an example of a Texas Driver License/ID card with the corresponding information highlighted:

- Driver License Number: 12345678
- Audit Number: 12345678
- Driver License Number: 12345678
- Audit Number: 12345678

At the bottom of the form, there is a blue "Login" button.



4. Click "Login."
5. The Buyer Agreement page displays the vehicle information along with the sales information.

| Sales Information      |                    |
|------------------------|--------------------|
| Original Price:        | \$27,798.99        |
| Less Rebate:           | \$750.00           |
| <b>Sales Price:</b>    | <b>\$27,048.99</b> |
| Less Trade-In:         | 0.00               |
| <b>Taxable Amount:</b> | <b>\$27,048.99</b> |

☒ I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

*Note: The buyer can print a copy by clicking the printer icon in the top right corner of the agreement.*

6. If the information is correct, the buyer will click the box beside the certification statement.
7. Click "I agree."
8. A confirmation screen displays with the message "Thank you for verifying the title information. Your acknowledgment has been sent to the dealership. You may close this window."

**Buyer Agreement**

Thank you for verifying the title information. Your acknowledgement has been sent to the dealership. You may close this window.

VIN: \*\*\*\*\*

Vehicle Make: FORD

Sales Information

The title application is automatically updated.

You can now complete the rest of the title application for submission to the county tax office.



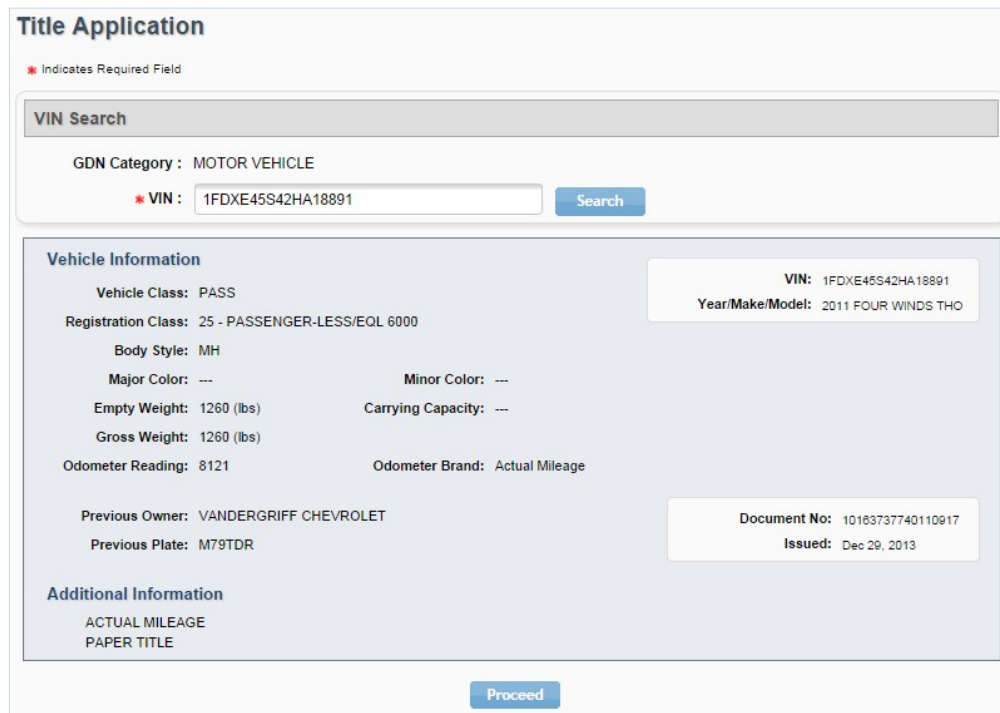
*Note: Texas Driver Licenses/IDs are checked against an outside database each time the buyer logs in to the Buyer Acknowledgment Login website using driver license/ID information. After the buyer attempts to log in three times unsuccessfully, they must wait 24 hours before they can try again.*

# Completing the Application

After the Seller Disclosure is saved, the title application status is marked “In-Progress.”

To complete the remaining application, fill out the information on each page and click “Next.” *Note: If you select the VIN for an In-Progress title from the Home Page, the Title Preview page will open. You will have to click the edit icon located in the upper right corner of each section. Additionally, you will have to save each section once the information is entered by clicking “Save.”*

When transferring used vehicles, dealers will be able to view the current vehicle record after locating an existing Texas title record. *Note: Non-titled trailers and motor vehicle records reflecting E-TITLE in “Additional Information” cannot be processed through webDEALER at this time.*



The screenshot shows the 'Title Application' form. At the top, it says 'Indicates Required Field'. Below is a 'VIN Search' section with a dropdown for 'GDN Category' set to 'MOTOR VEHICLE' and a text input for 'VIN' containing '1FDXE45S42HA18891'. A 'Search' button is next to the VIN input. The main section is 'Vehicle Information', which contains several fields: 'Vehicle Class' (PASS), 'Registration Class' (25 - PASSENGER-LESS/EOL 6000), 'Body Style' (MH), 'Major Color' (---), 'Minor Color' (---), 'Empty Weight' (1260 (lbs)), 'Carrying Capacity' (---), 'Gross Weight' (1260 (lbs)), 'Odometer Reading' (8121), and 'Odometer Brand' (Actual Mileage). To the right of these fields, there are two boxes: one for 'VIN' (1FDXE45S42HA18891) and 'Year/Make/Model' (2011 FOUR WINDS THO), and another for 'Document No' (10163737740110617) and 'Issued' (Dec 29, 2013). Below the 'Vehicle Information' section is an 'Additional Information' section with checkboxes for 'ACTUAL MILEAGE' and 'PAPER TITLE'. A 'Proceed' button is at the bottom right of the form.



Note:

1. Effective March 1, 2015, the Vehicle Inspection Report (VIR) replaced the VI-30 requirement.
2. For titling purposes, an Out-of-State Identification Certificate (VI-30) issued prior to March 1, 2015, is valid for up to a year after issuance and will continue to be accepted after March 1, 2015.
3. Title only transactions for Dealer Resale or supported by an out-of-state title without a VI-30 or VIR must be filed through the county tax office.

## Vehicle Information





Complete the Vehicle Information page and click “Next.” *Note: This screen will display differently based on the type of dealer.*

**Vehicle Information**

Application Status: IN-PROGRESS VIN: 2GCEK19T5Y1231401

\* Indicates Required Field

Vehicle Class: Truck

Year: 2007

Vehicle Make: CHEVROLET

\* Vehicle Model: 5SP

\* Body Style: PK

\* Major Color: Choose one

Minor Color: Choose one

Empty Weight: 4700 (lbs)

\* Carrying Capacity: 1000 (lbs)

Gross Weight: 5700 (lbs)

Fixed Weight: ☐

Diesel: ☐

Odometer Reading: 55430

Odometer Brand: Actual Mileage

Next

## Lienholder Information

Cash sales and financed sales are indicated on this page.

1. To record a lien, click “Lienholder(s).”

**Lienholder Information**

Application Status: IN-PROGRESS VIN: 2GCEK19T5Y1231401

\* Indicates Required Field

\* Type of Sale : ☐ No Lien ☐ Lienholder(s)

\* Type of Title : ☐ Paper ☐ Electronic

Previous Next

2. Enter the Certified Lienholder Id and date of lien. If the lienholder is Electronic Lien Title (ELT) Certified, leave Type of Title as “Electronic.” Click “Search.”

**Lienholder Information**

Application Status: IN-PROGRESS VIN: 3C3CFFB8CT113265

\* Indicates Required Field

Certified Lienholder Local Lienholder

Lien No: 1

\* Lienholder Id : 20491933900

\* Date : 06/23/2014 (mm/dd/yyyy)

\* Type of Title : ☒ Electronic ☐ Printed

Search Cancel

3. Confirm the ELT Certified Lienholder results and click “Save.”

### Lienholder Information

Application Status: IN-PROGRESS
VIN: 3C3CFFBR8CT113265

\* Indicates Required Field

Certified Lienholder

Lien No: 1

\* Lienholder Id : 20491933900

\* Date : 06/23/2014 (mm/dd/yyyy)

\* Type of Title : ☒ Electronic ☐ Printed

Certified Lienholder Name/Address

CROSSROADS EQUIP LEASE & FIN  
9121 HAVEN AVE,  
RANCHO CUCAMONGA, CA 91730

Cancel
Save

- Lienholder is added to the list of lienholders.

### Lienholder Information

Application Status: IN-PROGRESS
VIN: 3C3CFFBR8CT113265

| Action   | Type    | Lien No | Date       | Name                         | Certified ID |
|--|---------|---------|------------|------------------------------|--------------|
| <a href="#">Modify</a>   <a href="#">View</a>   <a href="#">Delete</a> | Etittle | 1       | 06/23/2014 | CROSSROADS EQUIP LEASE & FIN | 20491933900  |

Previous
Next

- Click "Next."



## Owner Information

Complete the Owner Information page and click “Next.” *Note: You can now enter up to two names for Rights of Survivorship or select “Multiple Survivors” when there are more than two survivors.*

**Owner Information**

Current Vehicle Record

Application Status: IN-PROGRESSVIN: 1ZVBP8CFXE5256995Deal #: 231360

\* Indicates Required Field

\* Name 1: RUTH ENID GONZALEZ

Name 2: VICTOR GONZALEZ JR

\* Address: 21211 GRAND NATIONAL AVE

\* City: AUSTIN

\* Resident County: TRAVIS

\* State: TX

\* Zip: 78660

Email: roger.morris@yahoo.com

Email Reminder: ☐

**Renewal Recipient Information**

Name: ROGER MORRIS (if different than owner)

Address:

City:

State:

Zip:

**Rights of Survivorship Information**

Name 1:

Name 2:

- OR -

Multiple Survivors: ☐

PreviousNext

## Vehicle Physical Location

If applicable, enter the Vehicle Physical Location. Click “Next.”

**Vehicle Physical Location**

Application Status: IN-PROGRESSVIN: 3C3CFFBR8CT113265

Address:

City:

State:

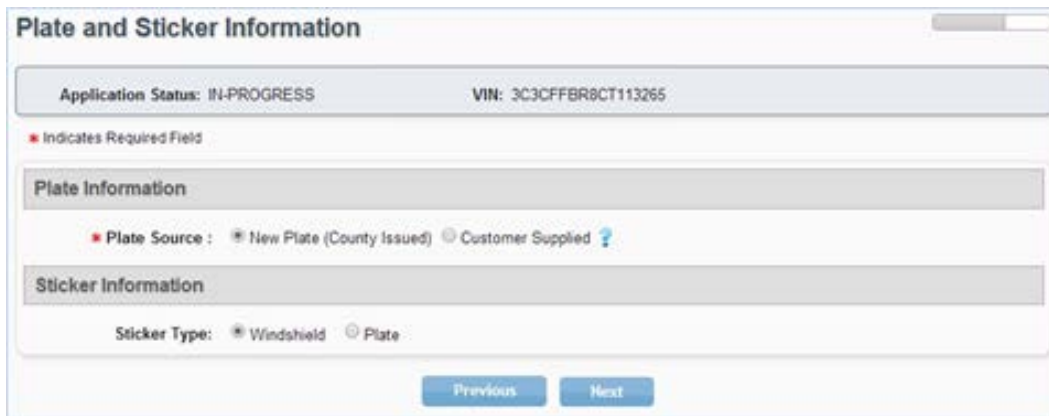
Zip:

PreviousNext

## Plates and Sticker Information

Depending on the processing county chosen on the Seller Disclosure page, dealers may or may not have plates to assign.

1. If plates are supplied to your dealership by the county where the title application is being submitted, enter the Plate Number, and click "Next."
2. If plates are not supplied to the dealership by the county where the title application is being submitted, the New Plate button will indicate "(County Issued)." Click "Next" to continue.



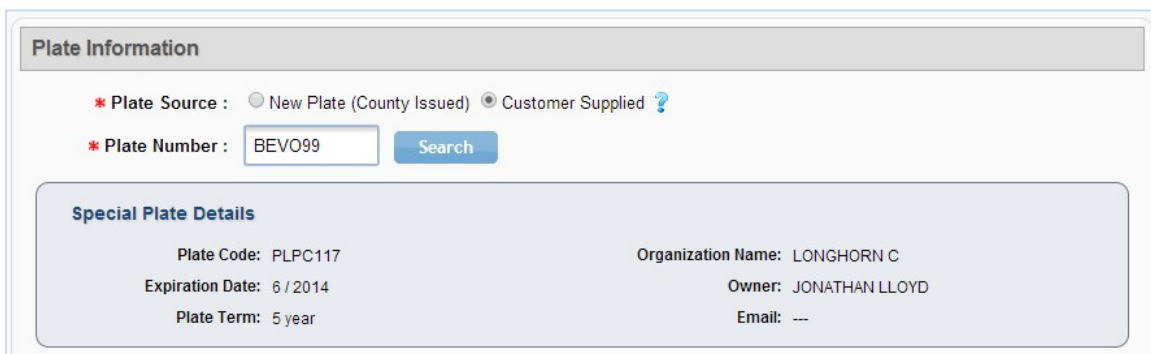
3. If the buyer desires to transfer an existing plate (may be a general issue or special plate) to the new vehicle, select "Customer Supplied," and enter the plate number. Click "Search" to display the plate information. Confirm the license plate owner is the same as the buyer, and click "Next."

*Note: Some Customer Supplied plates are special plates and may result in a prorated fee to sync the special plate expiration with the new vehicle registration. This fee will be calculated in the Fees section of the title application.*

## Single Sticker (effective 03/01/2015)

Single sticker functionality is included on the Plate and Sticker Information screen. webDEALER will verify twice that the inspection is current:

- The inspection must be current on the date the transaction is created in webDEALER.
- The inspection must be current when the transaction is submitted to the county.





If the vehicle inspection was not available or the inspection was not current and passing upon the start of a new title application, the Inspection Information section will display at the bottom of the Plate and Sticker Information page. The Date of Inspection and Inspection Type will be required to be entered.

- Select Date of Inspection.
- Select the Inspection Type from the drop down list and click “Save.”

Validate the inspection is passing, and the inspection date is current. An inspection is current when the inspection expiration date (month/year) is greater than the creation date in webDEALER and the date submitted to the county. If the inspection expiration is the same month/year as the creation date in webDEALER or as of the date you submit the transactions to the county, a new inspection will be required.

If the inspection expires before submitting the title application to the county, current inspection information will be required to be entered or updated. The VIR must be uploaded when you manually enter or update new inspection information.

Inspection fields will be available on the Plate and Sticker Information screen when manual verification of inspection is required.

*Note: The VIN on the VIR should match the VIN for the vehicle receiving registration. If the VINs do not match, compare the vehicle information on the VIR to the ownership evidence. The county may accept the VIR as proof of current inspection if the vehicle make, model, and year on the VIR matches the ownership evidence.*

**Plate and Sticker Information**

Application Status: IN-PROGRESS      VIN: 1FHTY096809658      Deal #: 80831

\* Indicates Required Field

**Plate Information**

Previous Plate Number : C0702V  
Plate Age : 0 years  
\* Plate Source : ☒ New Plate (County Issued) ☐ Customer Supplied Plate ?

**Sticker Information**

Sticker Type : ☒ Windshield ☐ Plate

**Inspection Information**

\* Date of Inspection : 01/23/2015 (mm/dd/yyyy)  
\* Inspection Type : TSI0BD

Cancel Save

You will be presented with a message “The Inspection Has Expired” on the Title Preview page if the inspection expires prior to submitting the title application.

**Inspection Information** The Inspection Has Expired.

Date of Inspection: Jan 23, 2014  
Inspection Type: 1YR      Inspection Fee: 7.50

**Sales Tax Information**

Sales Tax Category: SALES/USE  
Sales Tax Date: Jan 30, 2014  
Sales Price: \$45,245.00

**Trade-In Information**

Allowance: \$30,000.00  
Year/Make: 2012 / LEXS  
VIN: 2T2ZK1BA0CC087103



If the inspection was electronically verified (no manual entry by you) and expires prior to submission of the title application, you will be prompted to complete the Inspection Section, and the Title Preview page will present “Incomplete Data.”

|  |                     |
|--|---------------------|
| <b>Inspection Information</b> <span style="color: red;">Incomplete Data</span> |                     |
| Date of Inspection: ---  | Inspection Fee: --- |
| <b>Sales Tax Information</b>   |                     |
| Sales Tax Category: SALES/USE  |                     |
| Sales Tax Date: Jan 30, 2014   |                     |
| Sales Price: \$45,245.00   |                     |
| <b>Trade-In Information</b>  |                     |
| Allowance: \$30,000.00   |                     |
| Year/Make: 2012 / LEXS   |                     |
| VIN: 2T2ZK1BA0CC087103   |                     |

You will be able to select the VIR from a list of supporting documents when uploading the VIR.

**Evidence of Ownership and Supporting Documents**

Application Status: IN-PROGRESS VIN: WAUFFAFL8EN004949

\* Indicates Required Field

**Evidence of Ownership**

Document Type : Texas Title

Title Number : 10131141524085330

Issue Date : May 18, 2014

State/Country : TX - Texas

**Document Upload**

\* Document Type : Choose One

Document : Choose One

- Upload Complete Transaction
- Texas Title
- Form 130-U, Application for Texas Title
- Application for Title Only
- Bill of Sale
- Dealer Reassignment Form
- Additional Supporting Document**
- Odometer Disclosure Statement
- Out of State Identification Certificate (VI-30)
- Power of Attorney
- Repossession Affidavit
- Release of Lien
- Rights of Survivorship Form
- Statement of Fact
- Secure Power of Attorney
- Vehicle Inspection Report
- Weight Certificate

Add

Required Documents List

Privacy and Security Policy | Accessibility

Jackson Ave, Austin, TX 78731. All rights reserved.

## Replacement Plate(s) Fee

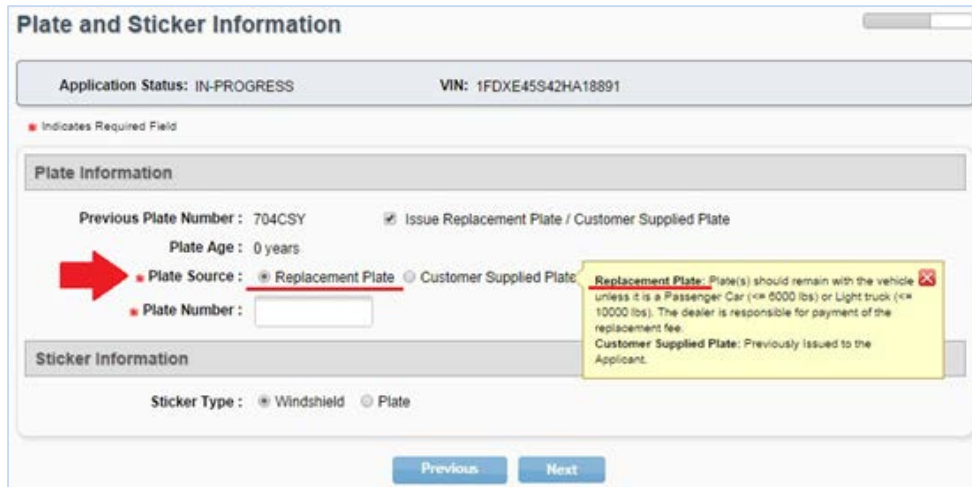
License plates are only required to be removed from used passenger vehicles (6,000 lbs. or less) and light trucks (10,000 lbs. or less). If the dealer removes license plates from vehicles other than a Passenger Vehicle (6,000 lbs. or less) or a Light Truck (10,000 lbs. or less), the dealer will be charged a replacement fee. *Note: The webDEALER system will provide you the Replacement Plate option for vehicles where the replacement plate may be applicable. Additionally, the Replacement Plate Fee will be shown on all receipts.*

Follow these steps to replace a plate:

1. Go to the Plate and Sticker Information page of the title application.
2. Click on the Issue Replacement Plate / Customer Supplied Plate checkbox.



3. Select the Replacement Plate radio button for Plate Source.



**Plate and Sticker Information**

Application Status: IN-PROGRESS VIN: 1FDXE45S42HA18891

Indicates Required Field

**Plate Information**

Previous Plate Number : 704CSY ☒ Issue Replacement Plate / Customer Supplied Plate

Plate Age : 0 years

Plate Source : ☒ Replacement Plate ☐ Customer Supplied Plate

Plate Number :

**Sticker Information**

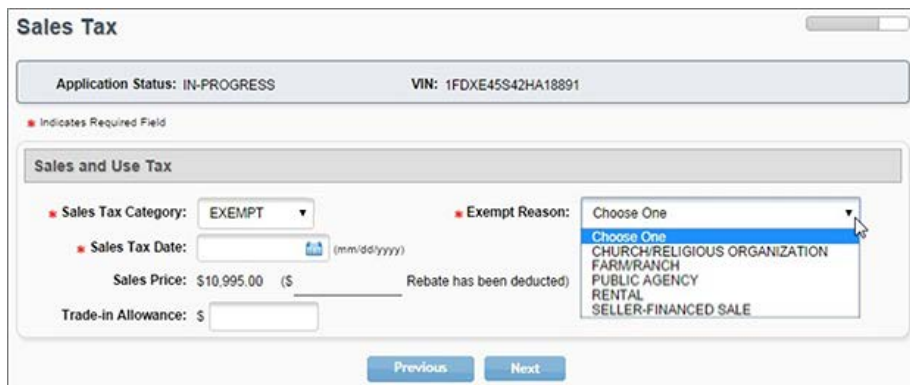
Sticker Type : ☒ Windshield ☐ Plate

Previous Next

**Replacement Plate:** Plate(s) should remain with the vehicle unless it is a Passenger Car (<= 6000 lbs) or Light truck (<= 10000 lbs). The dealer is responsible for payment of the replacement fee.  
**Customer Supplied Plate:** Previously issued to the Applicant.

## Sales Tax Information

You can select exempt reasons on the Sales Tax screen. Enter the sales tax information, including the trade-in, if applicable. Click "Next." *Note: The "Trade-in Information" displays once the "Trade-in Allowance" is entered.*



**Sales Tax**

Application Status: IN-PROGRESS VIN: 1FDXE45S42HA18891

Indicates Required Field

**Sales and Use Tax**

Sales Tax Category: EXEMPT Exempt Reason: Choose One

Sales Tax Date:  (mm/dd/yyyy)

Sales Price: \$10,995.00 (\$ ) Rebate has been deducted

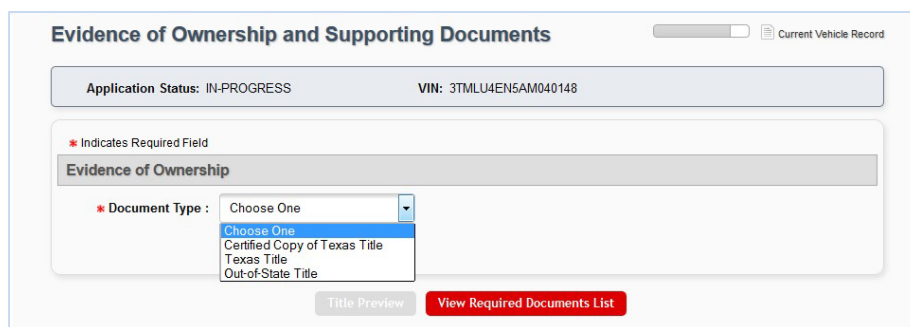
Trade-in Allowance: \$

Choose One  
 CHURCH/RELIGIOUS ORGANIZATION  
 FARM/RANCH  
 PUBLIC AGENCY  
 RENTAL  
 SELLER-FINANCED SALE

Previous Next

## Evidence of Ownership and Supporting Documents

Upload the appropriate Evidence of Ownership document on this page. If the title application requires additional supporting documents, upload those as well. The evidence of ownership and supporting documents can be uploaded as a single pdf file or as multiple individual files. The single file upload capability is available for all title applications.



**Evidence of Ownership and Supporting Documents**

Application Status: IN-PROGRESS VIN: 3TMLU4EN5AM040148

Indicates Required Field

**Evidence of Ownership**

Document Type : Choose One

Choose One  
 Certified Copy of Texas Title  
 Texas Title  
 Out-of-State Title

Title Preview View Required Documents List

Press View Required Documents List to view missing documents.

**Missing Documents** ✕

Please upload the following documents to complete the application.

- Evidence of Ownership
- Form 130-U, Application for Texas Title

*Note: If additional supporting documents are required (e.g., Odometer Disclosure Statement, Release of Lien, etc.) they can be specified and uploaded under the Document Upload section.*

**Document Upload**

\* Document Type : Choose One

Document : Choose File No file chosen Add

Title Preview

*Note: Out-of-State titles with value limiting brands (e.g., Rebuilt Salvage, Flood Damage, etc.) must be filed through the county tax office.*

Each document is shown at the top of the page as they are uploaded. Title Preview becomes available when all document requirements are met. Click “Title Preview” to continue.

To upload a single pdf file, you must first scan the multiple documents into a single pdf file. On the Evidence of Ownership and Supporting Documents page, select “Upload Complete Transaction” from the Document Type drop down menu, then upload your file.

NOTE: The selection “Upload Complete Transaction” only appears in the initial drop down list. Once any other single document has been uploaded, the “Upload Complete Transaction” selection is not offered.

**Evidence of Ownership and Supporting Documents** Current Vehicle Record

---

Application Status: IN-PROGRESS VIN: WAUFFAFL8EN004949

---

\* Indicates Required Field

**Evidence of Ownership**

Document Type : Out-of-state Title 📄

Title Number : 38930403763939

Issue Date : 08/11/2009

State/Country : CO - Colorado

---

**Document Upload**

\* Document Type : Choose One

Document : Choose One Add

Upload Complete Transaction

Out-of-State Title

Form 130-U, Application for Texas Title

Application for Title Only

Bill of Sale

Dealer Reassignment Form

Additional Supporting Document

Odometer Disclosure Statement

Out of State Identification Certificate (VI-30)

Power of Attorney

Repossession Affidavit

Release of Lien

Rights of Survivorship Form

Statement of Fact

Secure Power of Attorney

Vehicle Inspection Report

Weight Certificate

View Required Documents List

---

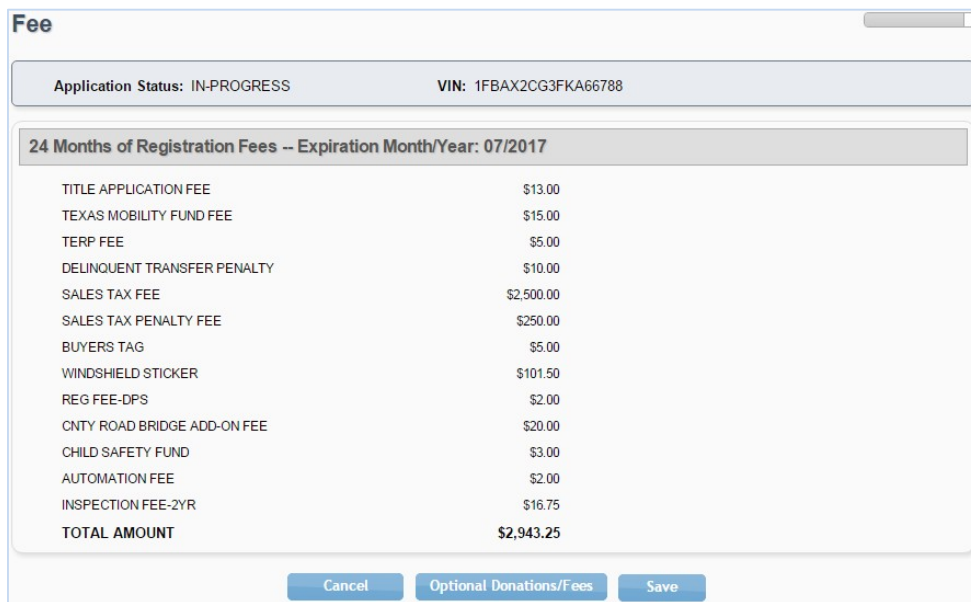
Privacy and Security Policy | Accessibility

Jackson Ave, Austin, TX 78731. All rights reserved.



## Fees

1. From the Title Preview page, click the edit icon next to Computed Fees. If the state's portion of the inspection fee is due, it will appear as a line item on the Fees screen.
2. The registration period of 12 or 24 months will be determined and calculated automatically by the vehicle's registration class, ownership evidence surrendered, and the inspection type received. *Note: 24 months of registration is required for eligible registration classes of new passenger cars or light trucks sold on a MCO by a Texas dealer when a two year inspection is issued.*
3. If the buyer wishes to make a donation to the Organ Donor Donation Fund, Veterans' Fund, or the State Parks, click "Optional Donations/Fees."



**Fee**

Application Status: IN-PROGRESS VIN: 1FBAX2CG3FKA66788

**24 Months of Registration Fees -- Expiration Month/Year: 07/2017**

|                             |                   |
|-----------------------------|-------------------|
| TITLE APPLICATION FEE       | \$13.00           |
| TEXAS MOBILITY FUND FEE     | \$15.00           |
| TERP FEE                    | \$5.00            |
| DELINQUENT TRANSFER PENALTY | \$10.00           |
| SALES TAX FEE               | \$2,500.00        |
| SALES TAX PENALTY FEE       | \$250.00          |
| BUYERS TAG                  | \$5.00            |
| WINDSHIELD STICKER          | \$101.50          |
| REG FEE-DPS                 | \$2.00            |
| CNTY ROAD BRIDGE ADD-ON FEE | \$20.00           |
| CHILD SAFETY FUND           | \$3.00            |
| AUTOMATION FEE              | \$2.00            |
| INSPECTION FEE-2YR          | \$16.75           |
| <b>TOTAL AMOUNT</b>         | <b>\$2,943.25</b> |

Buttons: Cancel, Optional Donations/Fees, Save

4. Additional changes can be made to the donations portion of the page. When the correct amount is displayed, click on "Update Fees."



**Optional Fees and Donations**

Organ Donor Donation : ☐ (\$1.00)

Veterans' Fund : \$

State Parks Donation : \$

Update Fees

5. When the fee amounts are correct, click "Save."
6. When the title application is complete, click "Submit" from the Title Preview page to send it electronically to the county. Once submitted, you return to the Title Search page. To locate an application, use the search filters. The status of "Submit" will narrow your search to only title applications that have been submitted to the county. Use the date range to further narrow your results.

# Printing Receipts

The first opportunity to issue the buyer a title application receipt is immediately after the application is submitted to the county. It will have a webDEALER Title ID number (Fig. 1). *Note: There is no plate number specified or sticker image at the bottom.*

This receipt example is for a dealership that does not have plate and sticker inventory. If a dealership has plate and sticker inventory or if a customer supplied the plate, then the plate number will be shown on the receipt.

Fig. 1

Owner Receipt printed  
by Dealer

Owner Receipt

**WEB DEALER ORIGINAL TITLE**

|  |                           |  |  |
|--|---------------------------|--|--|
| COUNTY: MCLENNAN   |                           | TAC NAME: IMA COLLECTOR                            |  |
| DATE: 10/05/2014   |                           | EFFECTIVE DATE: 10/05/2014                         |  |
| TIME: 09:16AM  |                           | EXPIRATION DATE: 09/2015                           |  |
| → <b>PLATE NO:</b>   | → <b>USER: DEALERUSER</b> | → <b>WEB TITLE ID: 2749</b>                        |  |
| → <b>DOCUMENT NO:</b>  |                           |  |  |
| PREV DOC NO: 12345678901234567 P   |                           |  |  |
| RENEWAL RECIPIENT NAME AND ADDRESS   |                           | OWNER NAME AND ADDRESS                             |  |
| ANITA SAMPLE   |                           | IMA SAMPLE   |  |
| 654 EAST 1ST   |                           | 123 ANY ROAD                                       |  |
| SUITE 500  |                           | ANY TOWN, TX 12345                                 |  |
| AUSTIN, TX 22222   |                           |  |  |
| VEHICLE LOCATION ADDRESS   |                           | REGISTRATION CLASS: PASSENGER-LESS/EQL 6000        |  |
| 987 EAST BY WEST   |                           | PLATE TYPE:  |  |
| KYLE, TX 75555   |                           | ORGANIZATION:                                      |  |
|  |                           | STICKER TYPE: WS                                   |  |
| VEHICLE IDENTIFICATION NO: IMA5AMPLE12345678   |                           | VEHICLE CLASSIFICATION: PASS                       |  |
| YR/MAKE: 2012/ACUR MODEL: SRX BODY STYLE: 2D   |                           | UNIT NO:   |  |
| EMPTY WT: 4500 CARRYING CAPACITY: 0  |                           | GROSS WT: 4500 TRAILER TYPE:                       |  |
| BODY VEHICLE IDENTIFICATION NO:  |                           | TRAVEL TRAILER LNG/WDTH: 0                         |  |
| PREV OWNER NAME: FIRST AUTO SALES  |                           | PREV CITY/STATE: ACITY, TX                         |  |
| INVENTORY ITEM(S)  |                           | YR   |  |
| PASSENGER PLT  |                           | 2015   |  |
| WINDSHIELD STICKER   |                           |  |  |
| VEHICLE RECORD NOTATIONS   |                           | FEES ASSESSED                                      |  |
| ACTUAL MILEAGE   |                           | TITLE APPLICATION FEE \$ 13.00                     |  |
| SURVIVORSHIP RIGHTS  |                           | OWNER VERIFICATION FEE \$ 0.50                     |  |
| ANITA SAMPLE   |                           | TEXAS MOBILITY FUND FEE \$ 15.00                   |  |
| IMA SAMPLE JR  |                           | TERP FEE \$ 5.00                                   |  |
| E-TITLE  |                           | SALES TAX FEE \$ 937.50                            |  |
| E-REMINDER & PAPER RENEWAL NOTICE  |                           | WINDSHIELD STICKER \$ 50.75                        |  |
| MAJOR COLOR: RED   |                           | REG FEE-DPS \$ 1.00                                |  |
|  |                           | CNTY ROAD BRIDGE ADD-ON FEE \$ 9.00                |  |
|  |                           | AUTOMATION FEE \$ 1.00                             |  |
|  |                           | TOTAL \$ 1,029.75                                  |  |
| ODOMETER READING: 21220 BRAND: A   |                           |  |  |
| OWNERSHIP EVIDENCE: TEXAS TITLE  |                           |  |  |
| 1ST LIEN DATE: 10/04/2014  |                           |  |  |
| MY 1ST CAR CU  |                           | SALES TAX CATEGORY: SALES/USE                      |  |
| POB 1235   |                           |  |  |
| METRO CITY, PA 01234   |                           |  |  |
|  |                           | Date of Assignment/Sales Tax Date: 10/04/2014      |  |
|  |                           | Sales Price (Less \$10,000.00 rebate) \$ 15,000.00 |  |
|  |                           | Less Trade In Allowance \$ 0.00                    |  |
|  |                           | Taxable Amount \$ 15,000.00                        |  |
|  |                           | Sales Tax Paid \$ 937.50                           |  |
|  |                           | Less Other State Tax Paid \$ 0.00                  |  |
|  |                           | Tax Penalty \$ 0.00                                |  |
|  |                           | TOTAL TAX PAID \$ 937.50                           |  |
| TITLE WILL BE ELECTRONICALLY FILED WITH THE LIENHOLDER                               |                           |  |  |
| THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION. |                           |  |  |



Once the Owner Receipt is printed, it will enable the lienholder receipt to be printed for the lienholder (Fig. 2). You must first refresh the page to view the "Print Lienholder Copy" option in the dropdown of the Action button.

Fig. 2

Lienholder  
Receipt printed  
by Dealer

**Lienholder Receipt**

**WEB DEALER ORIGINAL TITLE**

|   |  |  |                             |
|---|--|--|-----------------------------|
| COUNTY: MCLENNAN                                      |  | TAC NAME: IMA COLLECTOR                            |                             |
|   |  | DATE: 10/05/2014                                   | EFFECTIVE DATE: 10/05/2014  |
|   |  | TIME: 09:16AM                                      | EXPIRATION DATE: 09/2015    |
| → <b>PLATE NO:</b>                                    |  | → <b>USER: DEALERUSER</b>                          | → <b>WEB TITLE ID: 2749</b> |
| → <b>DOCUMENT NO:</b>                                 |  |  |                             |
| PREV DOC NO: 12345678901234567 P                      |  |  |                             |
| RENEWAL RECIPIENT NAME AND ADDRESS                    |  | OWNER NAME AND ADDRESS                             |                             |
| ANITA SAMPLE  |  | IMA SAMPLE   |                             |
| 654 EAST 1ST  |  | 123 ANY ROAD                                       |                             |
| SUITE 500   |  | ANY TOWN, TX 12345                                 |                             |
| AUSTIN, TX 22222                                      |  |  |                             |
| VEHICLE LOCATION ADDRESS                              |  | REGISTRATION CLASS: PASSENGER-LESS/EQL 6000        |                             |
| 987 EAST BY WEST                                      |  | PLATE TYPE:  |                             |
| KYLE, TX 75555  |  | ORGANIZATION:                                      |                             |
|   |  | STICKER TYPE: WS                                   |                             |
| →   |  |  |                             |
| VEHICLE IDENTIFICATION NO: IMA5AMPLE12345678          |  | VEHICLE CLASSIFICATION: PASS                       |                             |
| YR/MAKE: 2012/ACUR MODEL: SRX BODY STYLE: 2D UNIT NO: |  |  |                             |
| EMPTY WT: 4500 CARRYING CAPACITY: 0                   |  | GROSS WT: 4500 TRAILER TYPE:                       |                             |
| BODY VEHICLE IDENTIFICATION NO:                       |  | TRAVEL TRAILER LNS/WDTH: 0                         |                             |
| PREV OWNER NAME: FIRST AUTO SALES                     |  | PREV CITY/STATE: ACITY, TX                         |                             |
| INVENTORY ITEM(S)                                     |  | YR   |                             |
| PASSENGER PLT   |  | 2015   |                             |
| WINDSHIELD STICKER                                    |  |  |                             |
| VEHICLE RECORD NOTATIONS                              |  | FEES ASSESSED                                      |                             |
| ACTUAL MILEAGE  |  | TITLE APPLICATION FEE \$ 13.00                     |                             |
| SURVIVORSHIP RIGHTS                                   |  | OWNER VERIFICATION FEE \$ 0.50                     |                             |
| ANITA SAMPLE  |  | TEXAS MOBILITY FUND FEE \$ 15.00                   |                             |
| IMA SAMPLE JR   |  | TERP FEE \$ 5.00                                   |                             |
| E-TITLE   |  | SALES TAX FEE \$ 937.50                            |                             |
| E-REMINDER & PAPER RENEWAL NOTICE                     |  | WINDSHIELD STICKER \$ 50.75                        |                             |
| MAJOR COLOR: RED                                      |  | REG FEE-DPS \$ 1.00                                |                             |
|   |  | CNTY ROAD BRIDGE ADD-ON FEE \$ 9.00                |                             |
|   |  | AUTOMATION FEE \$ 1.00                             |                             |
|   |  | TOTAL \$ 1,029.75                                  |                             |
| ODOMETER READING: 21220                               |  | BRAND: A   |                             |
| OWNERSHIP EVIDENCE: TEXAS TITLE                       |  |  |                             |
| 1ST LIEN  |  | DATE: 10/04/2014                                   |                             |
| MY 1ST CAR CU   |  | SALES TAX CATEGORY: SALES/USE                      |                             |
| POB 1235  |  |  |                             |
| METRO CITY, PA 01234                                  |  |  |                             |
|   |  | Date of Assignment/Sales Tax Date: 10/04/2014      |                             |
|   |  | Sales Price (Less \$10,000.00 rebate) \$ 15,000.00 |                             |
|   |  | Less Trade In Allowance \$ 0.00                    |                             |
|   |  | Taxable Amount \$ 15,000.00                        |                             |
|   |  | Sales Tax Paid \$ 937.50                           |                             |
|   |  | Less Other State Tax Paid \$ 0.00                  |                             |
|   |  | Tax Penalty \$ 0.00                                |                             |
|   |  | TOTAL TAX PAID \$ 937.50                           |                             |

TITLE WILL BE ELECTRONICALLY FILED WITH THE LIENHOLDER  
THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.




After the title application is approved by the county, a copy of the county approved final receipt can be printed from the Title Preview page. The county approved receipt will have a webDEALER Title ID number, a Document number, and a bar code across the top (Fig. 3).

Fig. 3

Final Receipt –  
Approved by County

Final Receipt – Approved by County

**WEB DEALER ORIGINAL TITLE**

→  →  
→ **1NA5AMPLE12345678** →

COUNTY: MCLENNAN  
TAC NAME: TMA COLLECTOR  
DATE: 10/09/2014  
TIME: 10:30AM  
EFFECTIVE DATE: 10/09/2014  
EXPIRATION DATE: 09/2015

→ **PLATE NO: DDD34D** →  
→ **DOCUMENT NO: 16125041930250001** → **EMPLOYEE ID: 161-COUNTYEMP** → **WEB TITLE ID: 2749**

PREV DOC NO: 12345678901234567 P  
RENEWAL RECIPIENT NAME AND ADDRESS  
ANITA SAMPLE  
654 EAST 1ST  
SUITE 500  
AUSTIN, TX 78701

OWNER NAME AND ADDRESS  
TMA SAMPLE  
123 ANY ROAD  
ANY TOWN, TX 12345

VEHICLE LOCATION ADDRESS  
987 EAST BY WEST  
HULE, TX 78995

REGISTRATION CLASS: PASSENGER-LESS/EQL 6000  
PLATE TYPE:  
ORGANIZATION:  
STICKER TYPE: WS

VEHICLE IDENTIFICATION NO: 1NA5AMPLE12345678  
VEHICLE CLASSIFICATION: PASS  
YR/MAKE: 2013/ACUR MODEL: SRX BODY STYLE: 2D UNIT NO:  
EMPTY WT: 4800 CARRYING CAPACITY: 0 GROSS WT: 4800 TRAILER TYPE:  
BODY VEHICLE IDENTIFICATION NO: TRAILER TRAILER LNO/WDTH: 0  
PREV OWNER NAME: FIRST AUTO SALES PREV CITY/STATE: ACITY, TX

INVENTORY ITEM(S) YR  
PASSENGER FLT 2013  
WINDSHIELD STICKER


FEES ASSESSED  
TITLE APPLICATION FEE \$ 12.00  
OWNER VERIFICATION FEE \$ 0.50  
TEXAS MOBILITY FUND FEE \$ 15.00  
TEMP FEE \$ 5.00  
SALES TAX FEE \$ 927.50  
WINDSHIELD STICKER \$ 50.75  
REG FEE-DPS \$ 1.00  
CMTY ROAD BRIDGE ADD-ON FEE \$ 9.00  
AUTOMATION FEE \$ 1.00  
TOTAL \$ 1,012.75

VEHICLE RECORD NOTATIONS  
ACTUAL MILEAGE  
SURVIVORSHIP RIGHTS  
ANITA SAMPLE  
TMA SAMPLE JR  
E-TITLE  
E-RENEWAL & PAPER RENEWAL NOTICE  
MAJOR COLOR: RED

ODOMETER READING: 21220 BRAND: A  
OWNERSHIP EVIDENCE: TEXAS TITLE  
1ST LIEN DATE: 10/04/2014  
MY 1ST CAR CU  
FOB 1235  
METRO CITY, PA 01234

SALES TAX CATEGORY: SALES/USE  
Date of Assignment/Sales Tax Date: 05/04/2013  
Sales Price \$ 15,000.00  
Less Trade In Allowance \$ 0.00  
Taxable Amount \$ 15,000.00  
Sales Tax Paid \$ 927.50  
Less Other State Tax Paid \$ 0.00  
Tax Penalty \$ 0.00  
TOTAL TAX PAID \$ 927.50

TITLE WILL BE ELECTRONICALLY FILED WITH THE LIENHOLDER.  
THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.

→  →  
→ **16125041930250001** →

DDD34D  
01234567

**09 15**


MCLENNAN 12345678

**VOID**

# Payments

As titles are approved by the county for processing by TxDMV, the county will collect payment for all approved transactions. For each payment collected, either by ACH payment or check, the county will record the payment(s) and make a note in the payment details. You can view the payments recorded by the county.

1. On the Home Page in webDEALER, click on the “Payments” tab; click on “Payments Completed.”

**Payments Completed**



**Search Filter**

Reference #:   
Payment Date: FROM  TO

8 payment(s) found.

| Reference #               | Payment Date | County        | Viewed                 | Total Payment |
|---------------------------|--------------|---------------|------------------------|---------------|
| <a href="#">ABCDEFG</a>   | Jun 19, 2014 | TRAVIS COUNTY | No                     | \$15,737.77   |
| <a href="#">22212</a>     | May 8, 2014  | TRAVIS COUNTY | No                     | \$1,890.91    |
| <a href="#">12355</a>     | May 8, 2014  | TRAVIS COUNTY | No                     | \$1,981.65    |
| <a href="#">YYY</a>       | May 7, 2014  | TRAVIS COUNTY | May 7, 2014 2:41:42 PM | \$1,155.00    |
| <a href="#">DDDD</a>      | May 7, 2014  | TRAVIS COUNTY | May 7, 2014 2:35:04 PM | \$2,519.00    |
| <a href="#">BEELZEBUB</a> | May 6, 2014  | TRAVIS COUNTY | May 6, 2014 4:44:18 PM | \$2,120.01    |
| <a href="#">CHALUPAS</a>  | May 6, 2014  | TRAVIS COUNTY | May 7, 2014 5:55:53 PM | \$5,727.75    |
| <a href="#">BLEPS</a>     | May 6, 2014  | TRAVIS COUNTY | No                     | \$179.13      |

2. Select a payment from the “Reference #” column to display the Payment Details.

**Payments Completed**


**Search Filter**

Reference #:   
Payment Date: FROM  TO

**Payment Details**

Reference #: ABCDEFG  
Total Payment: \$15,737.77  
Payment Date: Jun 19, 2014

▼ TRAVIS COUNTY
6 title(s) found.

| VIN #             | Deal # | Vehicle       | Owner  | Approved On  | Penalties       | Fees               |
|-------------------|--------|---------------|--|--------------|-----------------|--------------------|
| 1ZVBP8CF9D5271306 | 167318 | 2013 FORD MUS | SCOTT R RAYS                                   | Feb 12, 2014 | \$135.26        | \$1,526.64         |
| 2FMDK3GC2DBA48058 | 2724   | 2013 FORD 123 | JOSE BANDIN                                    | Jun 17, 2014 | \$178.69        | \$2,043.57         |
| 2G1WASE38E1135182 | ---    | 2014 CHEV LSL | JOHN JACOB                                     | Jun 12, 2014 | \$0.00          | \$4,416.90         |
| KM8SC13E75U995585 | ---    | 2014 HYUN SAN | JOHN JACOB                                     | Jun 17, 2014 | \$0.00          | \$837.00           |
| JTJZK1BA6E2436759 | 4515   | 2014 LEXS RX  | RALPH SANDERS                                  | Jun 17, 2014 | \$281.72        | \$3,595.66         |
| 1G1JA5SH2D4268471 | 22     | 2014 CHEV CHE | MY BIG BUSINESS FIRST<br>NAME MIDDLE LAST NAME | Jun 12, 2014 | \$0.00          | \$3,318.00         |
| <b>Total:</b>     |        |               |  |              | <b>\$595.67</b> | <b>\$15,737.77</b> |

# Appendices

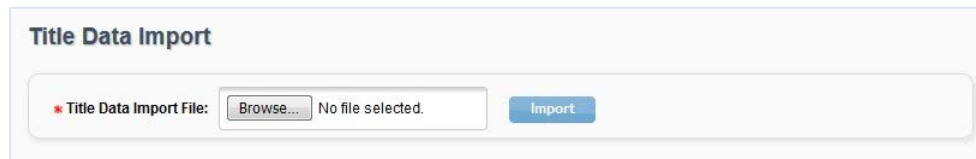
## Appendix 1 - Importing Dealer Management System (DMS) Files

Imported files must be in comma-separated values (CSV) format. A CSV file format for the Title Data File can be found in Appendix 3.

Importing DMS files makes completing title applications much quicker and helps to eliminate data entry errors. Follow the steps below to import vehicle records.

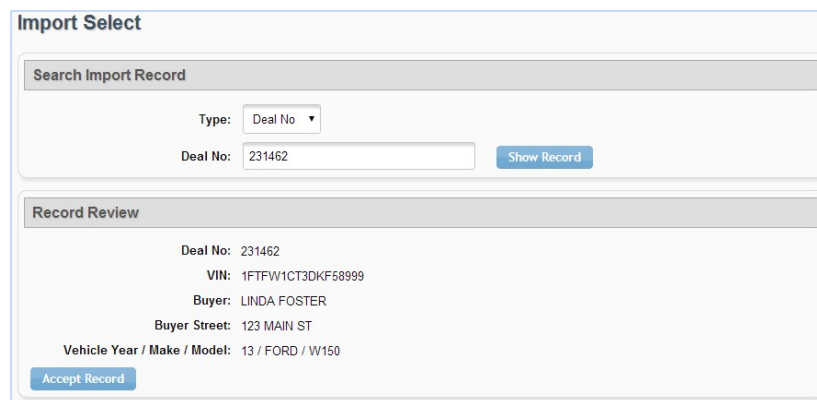
### To import a DMS file

1. On the Home Page, select “Title Data Import” from the Titles Box.  
From any other page, hover your cursor over the “Titles” tab and click “Title Data Import” from the dropdown.
2. Click “Choose File” or “Browse” to locate the file to import. *Note: Depending on your browser, the “Choose File” button may appear within the file location or next to the “Import” button.*



The screenshot shows a web form titled "Title Data Import". It contains a label "Title Data Import File:" followed by a "Browse..." button and the text "No file selected.". To the right of this is an "Import" button.

3. Locate the file, and double click on it.
4. The text box populates with the file name.
5. Click “Import.”
6. From the File Type dropdown, select “Deal #” or “VIN” to retrieve the record.
7. Enter the number to locate and click “Show Record.”



The screenshot shows a web form titled "Import Select". It has a "Search Import Record" section with a "Type:" dropdown menu set to "Deal No" and a "Deal No:" text box containing "231462". A "Show Record" button is to the right. Below this is a "Record Review" section displaying the following information: Deal No: 231462, VIN: 1FTFW1CT3DKF58999, Buyer: LINDA FOSTER, Buyer Street: 123 MAIN ST, and Vehicle Year / Make / Model: 13 / FORD / W150. An "Accept Record" button is at the bottom left.



8. The Record Review displays the record to validate before it is imported. If it is the correct record, click "Accept Record."
9. The message "Successfully Imported" displays.
10. You can import records one at a time, or continue to import as many records as you like.

If you choose to only import one record, click "Seller Disclosure" or "Title Preview" to see the vehicle information and begin the title application.

*Note: When selecting records to import, these records are not deleted from your import file. You are retrieving a copy of the record to place into webDEALER. When you return to webDEALER to import additional records, all records in the original file will be listed, including the ones imported earlier.*

By selecting the status of "Import" on the Title Search page, all records that have been imported but not used to create an application will be listed. By using the status of "Import" and giving a date range, all files that have been imported (meeting your other search criteria) will be listed.





## Appendix 2 – Requirements for Use of the Electronic Buyer's Acknowledgment

---

1. Buyer must electronically acknowledge the buyer acknowledgment on the webDEALER Buyer Acknowledgment Login webpage. This can be done on most computer and mobile browsers. The Electronic Buyer Acknowledgment replaces the buyer's signature on the Form 130-U and the odometer disclosure.
  - Only the buyer may interact with the buyer acknowledgment process.
  - After three (3) failed attempts to log in, the buyer will be locked out of the Buyer Acknowledgment Login webpage for 24 hours.
  - Once the buyer acknowledgment has been completed and submitted, it cannot be accessed again.
2. Buyer must have a current, valid Texas Driver License/ID.

*Note: If the buyer has recently renewed their Texas Driver License/ID, or changed their name or address, and attempts to purchase a vehicle before the new Texas Driver License/ID arrives, the system will not be able to verify the Texas Driver License/ID. With each change made to the Texas Driver License/ID, the audit number changes, so the system cannot verify the person's identity. However, an expired Texas Driver License/ID can be used for webDEALER's Form 130-U Upload method.*

3. If there is a second owner (co-buyer), both buyers must meet the Texas Driver License/ID requirements, and both must sign the Form 130-U. Only one of the buyers will have their Texas Driver License/ID entered in webDEALER, and that buyer will electronically acknowledge the sale.
4. Only one trade-in is allowed.
5. For a business purchase, the buyer must be a representative of the business and use their Texas Driver License/ID to acknowledge the sale.
6. Leased vehicles can be processed with the stipulation the leasing company representative completes the buyer acknowledgment (having a current valid Texas Driver License/ID).



## Appendix 3 - Title Data File Format for Import

The Export/Import file is a comma-separated values (CSV) file. If no information is to be presented in any one field, a comma is necessary to represent the empty field.

The import file can be checked for accuracy by uploading to the secure website:

<https://webdealer.txdmv.gov/title/dmsFileCheck.do>

| Pos | Field                      | Import Requirement                 | Format                        |
|-----|----------------------------|------------------------------------|-------------------------------|
| 1   | Deal_No                    | Required                           |                               |
| 2   | Sale_Type                  | Required                           | "P" = Purchase<br>"L" = Lease |
| 3   | Sale_Date                  | Required                           | Any date format               |
| 4   | New_Used                   | Required                           | "New" or "Used"               |
| 5   | Original_Price (Retail)    | 2 of the 3 fields required         |                               |
| 6   | Rebate_Amt                 |                                    |                               |
| 7   | Sales_Price (after rebate) |                                    |                               |
| 8   | Trade1_Amt                 | Optional                           |                               |
| 9   | Trade1_VIN                 | Optional                           |                               |
| 10  | Trade1_Make                | Optional                           |                               |
| 11  | Trade1_Model_Year          | Optional                           |                               |
| 12  | Trade2_Amt                 | Not used                           |                               |
| 13  | Trade2_VIN                 | Not used                           |                               |
| 14  | Trade2_Make                | Not used                           |                               |
| 15  | Trade2_Model_Year          | Not used                           |                               |
|     |                            |                                    |                               |
| 16  | VIN                        | Required                           |                               |
| 17  | Vehicle_Class              | Optional but required in webDEALER | "C" = Car<br>"T" = Truck      |
| 18  | Make                       | Optional but required in webDEALER |                               |
| 19  | Model                      | Optional but required in webDEALER |                               |
| 20  | Model_Year                 | Optional but required in webDEALER |                               |
| 21  | Body_Type                  | Optional but required in webDEALER |                               |
| 22  | Empty_Weight               | Optional but required in webDEALER |                               |
| 23  | Major_Color_Cd             | Optional but required in webDEALER |                               |
| 24  | Minor_Color_Cd             | Optional                           |                               |
| 25  | Odometer_Reading           | Required                           |                               |
|     |                            |                                    |                               |
| 26  | Owner1_Full_Name           | Required                           |                               |
| 27  | Owner2_Full_Name           | Optional                           |                               |
| 28  | Owner_Street1              | Optional but required in webDEALER |                               |
| 29  | Owner_Street2              | Optional                           |                               |

|    |                     |   |   |
|----|---------------------|---|---|
| 30 | Owner_City          | Optional but required in webDEALER  |   |
| 31 | Owner_County        | Optional but required in webDEALER  |   |
| 32 | Owner_State         | Optional but required in webDEALER  |   |
| 33 | Owner_Zip_Cd        | Optional but required in webDEALER  |   |
| 34 | Owner_Zip_Cd_P4     | Optional  |   |
| 35 | Owner_Country       | Optional  |   |
| 36 | Owner_Postal_Cd     | Optional  |   |
| 37 | Owner_Email_Address | Optional  |   |
| 38 | Owner_Phone         | Optional  |   |
|    |                     |   |   |
| 39 | Lien_Date           | Optional but required in webDEALER  |   |
| 40 | Finance_Company     | Optional  | "Cash", or Finance Company Name or Abbreviation |
| 41 | Certified_Lien_No   | Optional but may be required in webDEALER   |   |
| 42 | Lien_Name1          | None of these fields are required, and not necessary if Certified Lien No. is provided. |   |
| 43 | Lien_Name2          |   |   |
| 44 | Lien_Street1        |   |   |
| 45 | Lien_Street2        |   |   |
| 46 | Lien_City           |   |   |
| 47 | Lien_State          |   |   |
| 48 | Lien_Zip_Cd         |   |   |
| 49 | Lien_Zip_Cd_P4      |   |   |
| 50 | Lien_Country        |   |   |
| 51 | Lien_Postal_Cd      |   |   |
|    |                     |   |   |
| 52 | Recipient_Full_Name | Optional  |   |
| 53 | Recipient_Street1   | Optional  |   |
| 54 | Recipient_Street2   | Optional  |   |
| 55 | Recipient_City      | Optional  |   |
| 56 | Recipient_State     | Optional  |   |
| 57 | Recipient_Zip_Cd    | Optional  |   |
| 58 | Recipient_Zip_Cd_P4 | Optional  |   |

## Appendix 4 -Equipment Requirements

---

Each location must have the proper equipment and infrastructure necessary for the webDEALER application.

### Operating System

---

This application was designed for use on Windows and Macintosh (MAC) operating systems. Other systems such as Linux and Unix may be able to run the application, but will not be supported.

### Internet Connection

---

This application requires access to the Internet; a high speed Internet connection is recommended.

### Web Browsers

---

The system was designed to be compatible with the latest web browsers.

#### Web Browser

#### Website

#### Version Requirements



Internet Explorer

[www.microsoft.com/ie](http://www.microsoft.com/ie)

Internet Explorer versions 8.0 and later

*Note: Compatibility Mode should be turned off*



Firefox

[www.mozilla.com/firefox](http://www.mozilla.com/firefox)

Latest version



Safari

[www.apple.com/safari](http://www.apple.com/safari)

Safari is a web browser designed and developed by Apple for the Macintosh Operating System.



Chrome

[www.google.com](http://www.google.com)

Chrome is a freeware web browser developed by Google.

You may visit any of the browser's websites to confirm that you have the latest version installed. To check your browser version on a Windows machine, open the browser and click "Help," "About [Browser Name]" where [Browser Name] is the name of the browser you are using.

## Appendix 4 -Equipment Requirements (Continued)

---

### Adobe Acrobat Reader

---

[Adobe Acrobat Reader](#) is used to view Portable Document Format (PDF) documents. Using Adobe Acrobat Reader, you may choose to view, print, or save these documents. If you don't already have the program installed, you may [click here to download Adobe Acrobat Reader](#).

### Printer Requirements

---

Printers used to print registration stickers must meet the following minimum specifications:

- Printer must be laser technology
- Media size must support, at the minimum, 8.5 x 11 in
- Memory: 32MB
- Processor Speed: 400MHz
- Print Languages: HP PCL6 & 5e, HP postscript level 3 emulation; direct PDF (v 1.4) printing
- Print Speed: Up to 30ppm, exact speed varies depending on the system configurations, software program, and document complexity
- Print Resolution, black: up to 1200 x 1200 dpi
- The laser jet printer fuser modes must have the capability to adjust heat range (from low, normal, high) in order to impose print on the documents
- The laser jet printer needs to come with LPT and/or USB connections based on computer system needs
- Printer must have the capability to adjust the X Y setting to compensate for alignment

Printers must be on the approved list provided by the TxDMV or be approved by the county. Please contact your county tax office for a list of approved printers.

County tax offices may choose to approve printers that are not on the list of department approved printers. Alignment is the most frequent challenge encountered with other printers, especially light weight printers. Print testing is necessary to ensure proper alignment and print quality. Counties will decide how many test stickers should be printed for their review, and sticker paper used for testing should also be taken into consideration.

## Appendix 4 -Equipment Requirements (Continued)

---

The following criteria should be followed when verifying test sticker appearance:

1. Ensure proper alignment on all print areas of the sticker paper.
2. The ink should dry in a reasonable time period. Once dry, the ink should be tested to ensure it does not smear or scratch off on the sticker portions of the form.

### Scanner Requirements

---

The scanned document must show all information and be readable. Information that is not captured on the scan or is unreadable, could delay processing.

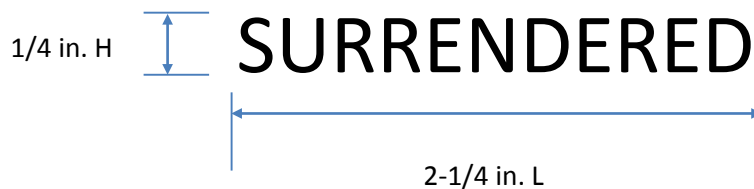
Scanners must be capable of at least 200 DPI, but we recommend 300 DPI, which is the most common resolution for desktop scanners.

### “Surrendered” Stamp

---

Each location must have a “SURRENDERED” stamp for stamping surrendered on the ownership evidence.

- Ink: Black
- Text: Arial
- Size: 1/4 in. H x 2-1/4 in. L





## Appendix 5 –Support Information

---

| Issue                                       | Contact                       | Contact Information   | Hours   |
|---|-------------------------------|-----------------------|---|
| Title/Registration Questions                | County Tax Office             | Local phone or e-mail | Local Hours   |
| System Process or Business Policy/Procedure | TxDMV Regional Service Center | Local phone or e-mail | Monday – Friday<br>8:00 AM – 5:00 PM                                  |
| webDEALER System Issues                     | TxDMV IT Service Desk         | (877) 933-2020        | Monday – Friday<br>7:00 AM – 7:00 PM<br>Saturday<br>8:00 AM – 3:30 PM |